



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
Facsimile # (801) 568-7278

Property Line Adjustment Requirements

Revised July 2008

General Information

In order to change the location of the property lines of two or more adjacent parcels of real property by transferring property from one owner to another, the following requirements shall be completed prior to receiving final approval from Sandy City. We strongly recommend that the advice of a **title company and land surveyor** be retained to help the applicant through the process. The applicant must complete the requirements found on page 2.

Date Submitted: _____ **Assigned Planner:** _____

Contact Information

Property Owner "A"

Name: _____ **Email:** _____

Mailing Address: _____ **Zip Code:** _____

Phone #: Home: _____ **Office:** _____ **Fax:** _____

Property Owner "B"

Name: _____ **Email:** _____

Mailing Address: _____ **Zip Code:** _____

Phone #: Home: _____ **Office:** _____ **Fax:** _____

Title Company: _____

Contact: _____ **Email:** _____

Mailing Address: _____ **Zip Code:** _____

Phone #: Home: _____ **Office:** _____ **Fax:** _____

Land Surveyor: _____

Contact: _____ **Email:** _____

Mailing Address: _____ **Zip Code:** _____

Phone #: Home: _____ **Office:** _____ **Fax:** _____

Property Information

Property "A" Address: _____ **Tax ID:** _____

Property "B" Address: _____ **Tax ID:** _____

Information Required For a Complete Submittal

1. _____ Submit a "Notice of Approval of Property Line Adjustment" ("Notice of Approval") packet of information to Sandy City for review and approval (attached hereto). This includes the following:
 - A. Property legal description as follows:
 - 1) A legal description for each of the properties that will be affected by the proposed changes, **as they exist before the change**. Include the square footage and the Salt Lake County parcel number of each property.
 - 2) A legal description for each of the properties that will be affected by the proposed change, **as they are proposed to be configured**. Include the **new square footage** and the Salt Lake County parcel number of each property (each legal description stamped and signed by a professional land surveyor that is currently licensed in the State of Utah).
 - B. Signatures of all parties, having interest in the subject properties, declaring approval of the property line adjustment. All signatures shall be acknowledged by a currently authorized notary public.
 - C. A plat showing how the new parcels will look. Show a north arrow and scale, bearings and distances, curve tables, location of structures, easements, setback lines or other information as requested by Sandy City.
2. _____ Upon approval of the "Notice of Approval" information by Sandy City, have the following recorded at the Salt Lake County Recorder's Office, in this order:
 - A. A deed (or deeds) that transfers title to property as approved.
 - B. Deeds with legal descriptions that show each of the properties in their final configurations as approved.
 - C. The complete "Notice of Approval".
(Note: 3A. and 3B. will require a minimum of three deeds.)
3. _____ Return a copy of the recorded "Notice of Approval" packet to the Community Development Department.
4. _____ Provide a separate title report (Preliminary report), for each piece of property tat had property added to it, showing that the property was properly transferred and configured.
5. **Filing Fees:** _____ **\$30.00** - (Verify fee with Staff)

When Recorded Return To:

NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT

An exchange of title in accordance with 10-9-808 UCA and 15-09-17 Revised Ordinances of Sandy City, herein referred to as a "property line adjustment", is hereby considered for approval for adjacent parcels of land which are currently described as follows:

Parcel No. (Parcel identification no.):

described as:

(Currently recorded legal description)

AND,

Parcel No. (Parcel identification no.):

described as:

(Currently recorded legal description)

Said property line adjustment will result in the following new descriptions of the above described parcels:

New Parcel (Parcel identification no.):

described as:

(Proposed new legal description)

AND

New Parcel (Parcel identification no.):

described as:

(Proposed new legal description)

PROPERTY OWNER APPROVAL

I, (We), the undersigned owner(s) of the herein described property, identified by Parcel No.

_____, do hereby declare that I (we) do approve of the property line adjustment above described.

Witness the hand(s) of said owner(s), this _____ day of _____, 200____.

STATE OF _____)
 COUNTY OF _____)
 SS

On the _____ day of _____, 200____, personally appeared before me (list names)_____

the signer(s) of the above instrument, who being by me duly sworn, did acknowledge that _____ executed the same.

Notary Public

My Commission Expires:

Residing in:

PROPERTY OWNER APPROVAL

I, (We), the undersigned owner(s) of the herein described property, identified by Parcel No.

_____, do hereby declare that I (we) do approve of the property line adjustment above described.

Witness the hand(s) of said owner(s), this _____ day of _____,

200____.

STATE OF _____)

ss

COUNTY OF _____)

On the _____ day of _____, 200____, personally appeared before me (list names) _____

_____,
the signer(s) of the above instrument, who being by me duly sworn, did acknowledge that _____
executed the same.

Notary Public

My Commission Expires:

Residing in:

SANDY CITY APPROVAL

I, Michael G. Coulam, in accordance with 15-09-17 Revised Ordinances of Sandy City, serving in my capacity as the Sandy City Community Development Director, approve the above described property line adjustment for portions of parcels by adjacent property owners of record where:

- (a) no new dwelling lot or housing unit results from the property line adjustment;
- (b) the adjoining property owners consent to the property line adjustment;
- (c) the property line adjustment does not result in remnant land that did not previously exist; and
- (d) the property line adjustment does not result in a violation of applicable zoning requirements.

Signed this _____ day of _____, 200____.

Michael G. Coulam,
Sandy City Community Development Director

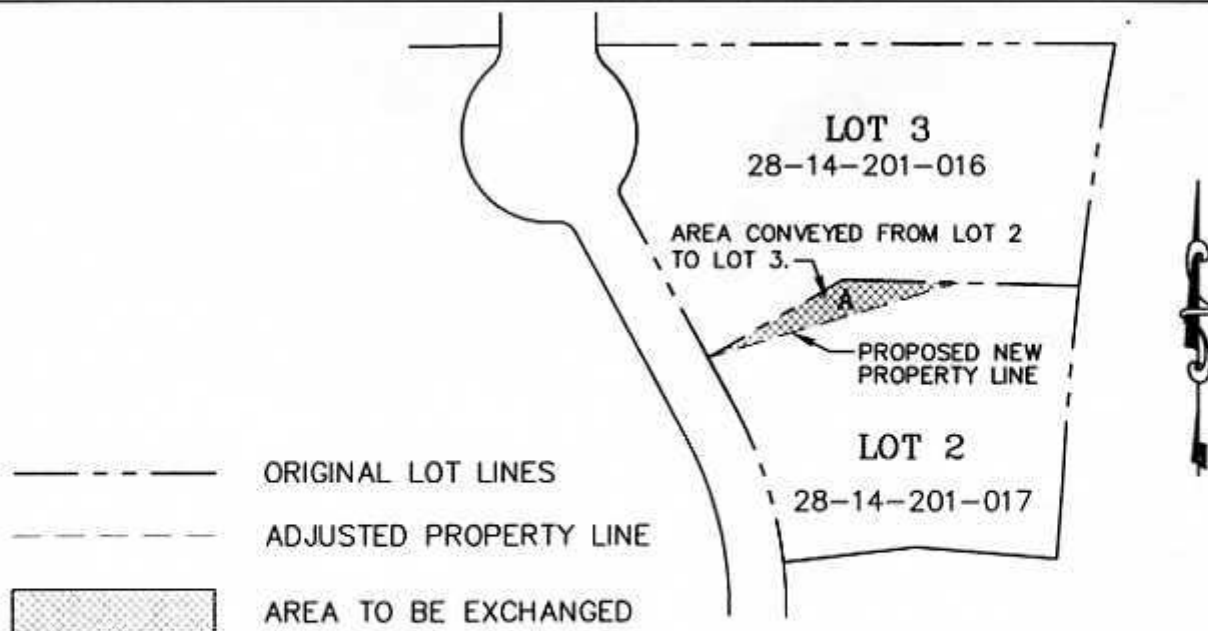
STATE OF UTAH)
)
) SS
)
COUNTY OF SALT LAKE)

On this _____ day of _____, 200_____, personally appeared before me Michael G. Coulam, Sandy City Community Development Director, the signer of the above who being duly subscribed and sworn did acknowledge to me that he executed the same.

Notary Public

My Commission Expires:

Residing in:



EXAMPLE OF PROPERTY LINE ADJUSTMENT

The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document requires:


1) The original descriptions of the parcels involved in the property line adjustment. In the case of lots in a recorded subdivision, as in the example above, the original descriptions will be "Lot 2" and "Lot 3" along with the name of the subdivision that they are a part of. In the case of parcels described by metes and bounds descriptions, the currently recorded descriptions of the parcels involved in the property line adjustment will be considered the original descriptions for the purposes of the property line adjustment.

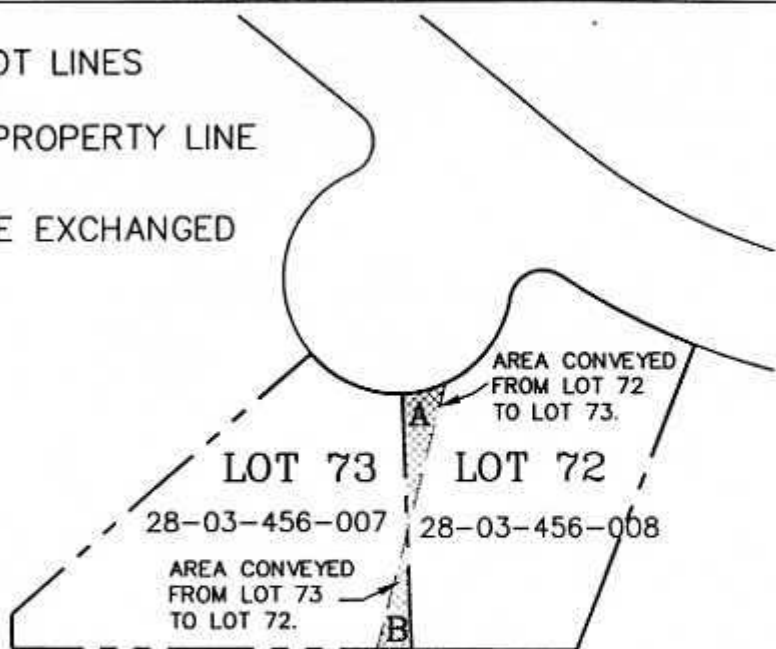
2) New descriptions of the parcels involved in the property line adjustment as they will exist after the property line adjustment has taken place. In the example above, Lot 3 will be described by a metes and bounds description which will include the area acquired from Lot 2, labeled above as "A". Lot 2 will be described by a metes and bounds description which will exclude the portion of Lot 2 conveyed to Lot 3, labeled above as "A".

3) The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document must be executed and acknowledged by all parties involved in the property line adjustment and by the Sandy City Community Development Director who is authorized to approve the property line adjustment.

In addition to the completed "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document, a plat (or plats if necessary), on 8 1/2" x 11" paper, depicting the lots or parcels involved in the property line adjustment, showing the original property lines and the proposed property lines that will be created by the property line adjustment, will be required. The plat shall include a north arrow, scale, bearings, distances and curve data for all existing and proposed property lines shown, location of existing and proposed structures, existing easements and setback lines or other information as may be requested by Sandy City.

In the example above, to accomplish the property line adjustment, the owner of Lot 2 must execute and record a deed conveying to the owner of Lot 3, the area labeled as "A". The owner of Lot 3 will then execute and record a deed, conveying to himself, as the owner of Lot 3, a metes and bounds description describing the original Lot 3 combined with "A" acquired from Lot 2. The owner of Lot 2 should then execute and record a deed, conveying to himself, as the owner of the remainder of Lot 2, a metes and bounds description describing the original Lot 2, excluding the area labeled as "A" conveyed to the owner of Lot 3.

- - - - - ORIGINAL LOT LINES
 - - - - - ADJUSTED PROPERTY LINE
 AREA TO BE EXCHANGED



EXAMPLE OF PROPERTY LINE ADJUSTMENT

The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document requires:

1) The original descriptions of the parcels involved in the property line adjustment. In the case of lots in a recorded subdivision, as in the example above, the original descriptions will be "Lot 72" and "Lot 73" along with the name of the subdivision that they are a part of. In the case of parcels described by metes and bounds descriptions, the currently recorded descriptions of the parcels involved in the property line adjustment will be considered the original descriptions for the purposes of the property line adjustment.

2) New descriptions of the parcels involved in the property line adjustment as they will exist after the property line adjustment has taken place. In the example above, Lot 73 will be described by a metes and bounds description which will include the area acquired from Lot 72, labeled above as "A" and exclude the area labeled as "B" conveyed to Lot 72. Lot 72 will be described by a metes and bounds description which will include the area acquired from Lot 73, labeled above as "B" and exclude the area labeled as "A" conveyed to Lot 73.

3) The "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" form must be executed and acknowledged by all parties involved in the property line adjustment and by the Sandy City Community Development Director who is authorized to approve the property line adjustment.

In addition to the completed "NOTICE OF APPROVAL OF PROPERTY LINE ADJUSTMENT" document, a plat (or plats if necessary), on 8 1/2" x 11" paper, depicting the lots or parcels involved in the property line adjustment, showing the original property lines and the proposed property lines that will be created by the property line adjustment, will be required. The plat shall include a north arrow, scale, bearings, distances and curve data for all existing and proposed property lines shown, location of existing and proposed structures, existing easements and setback lines or other information as may be requested by Sandy City.

In the example above, to accomplish the property line adjustment, the owner of Lot 72 must execute and record a deed conveying to the owner of Lot 73, the area labeled as "A". The owner of Lot 73 must execute and record a deed conveying to the owner of Lot 72, the area labeled above as "B". The owner of Lot 72 will then execute and record a deed, conveying to himself, as the owner of Lot 72, a metes and bounds description describing the original Lot 72 combined with "B" acquired from Lot 73 and excluding the area labeled as "A" conveyed to Lot 73. The owner of Lot 73 will then execute and record a deed, conveying to himself, as the owner of Lot 73, a metes and bounds description describing the original Lot 73, combined with the area labeled above as "A" acquired from Lot 72 and excluding the area labeled as "B" conveyed to Lot 72.